

Payroll Report Details Job Aid

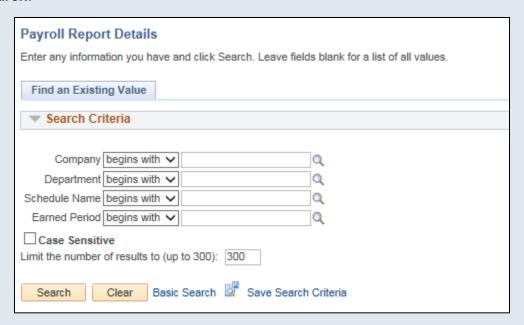
Purpose:

This job aid will identify the steps to review the Payroll reports on the Payroll Detail page in Core-CT. Use this page to identify if there have been any reports already created for your town for a specific earned period.

Steps

Screenshots

- 1. Navigate to the ER Home Page: *Main Menu > Core-CT HRMS > Pension > Employer Reporting > Payroll Report Details*
- 2. Enter any of the following fields:
 - Company = MSO
 - Department = Town Code
 - Schedule Name = Department _Year of Report (i.e. 2017)
 - Earned Period = Month of Report requested
- 3. Click Search.



- 4. If a Payroll Report has been submitted or posted, then the Employer Report Details page will display.
- If the Payroll Report has not yet been created, the search will return a "No matching values were found." message.

No matching values were found.